



VOLUNTEER OPPORTUNITY

LifeCanada is a Canada's national educational organization assisting our 80+ member groups to effectively reach out to their communities.

LifeCanada provides quality resources to our member groups. LifeCanada owns several educational websites, each associated with a different national campaign that we have produced. LifeCanada also produces outstanding educational materials for our groups to use as tools in their work in classrooms, churches and other venues. Interested individuals may also purchase these materials at our on-line store.

LifeCanada is looking to fill the following VOLUNTEER position:

INFORMATION TECHNOLOGY (IT) ASSISTANT (*Reports to the Executive Director*)

RESPONSIBILITIES MAY INCLUDE:

- Respond to technical questions from groups
- Assist Executive Director (ED) in pursuing new groups for the LifeCollective
- Assist ED in training new groups on the LifeCollective.
- Oversee customer engagement and a positive customer experience
- Share content to raise awareness of issues and corresponding educational material and resources
- Monitor web traffic and metrics to identify help best practices.
- Input updates to the LifeCanada site from ED/DO.
- Connect articles/events to social media
- Contact authors for submissions
- Post events/articles as per the direction of the ED
- Stay up-to-date with web-developments and generate new ideas to draw audience's attention
- Optimize content according to SEO
- This position is not responsible for creating content.

HOURS

Approximately 2-3 hours a week

COMPENSATION

Opportunity for professional development with a national organization
Recognition of role on the LifeCollective
This role may become a paid position, though there is no guarantee

RECOMMENDED BACKGROUND

- Hands on experience with MS Office
- Basic technical knowledge of HTML and web publishing
- Knowledge of SEO and web traffic metrics
- Familiarity with social media



- Good organizational and time-management skills
- Computer Science Degree an asset
- Minimum 2 years experience

REQUIREMENTS

Volunteer must take our Volunteer Training Program (1 day)

Understanding of life issues

Solidly pro-life

Attention to detail and quality assurance

Teaching Ability

Analytical Skills

Volunteer agrees to sign the Confidentiality Agreement and Volunteer Agreement

Minimum 1 year commitment

Where to apply?

Send in your Curriculum Vitae and two letters of reference to Natalie Sonnen, Executive Director, LifeCanada at director@lifecanada.org or mail to:

LifeCanada

PO Box 138

Carleton Place, ON

K7C 3P3

We (LifeCanada) reserve the right to only follow-up with, interview, and accept candidates that we deem suitable for the position.